

Assemble a County Coordinator Package:

1. **FAC Organizational Structure** with the description of committees, County Coordinator role and Regional Director role. As we meet, you will want to fill in the names of members in each role and get to know them.
2. **FAC Member Code of Conduct** ready for your notebook. Study this page and be a model member and leader in your community. You will need to convey and encourage this Code of Conduct to new members in your area.
3. **New Member Application.** For those who want to join FAC but do not have access to the internet or email, you can have them complete a Membership form. If YOU have access to the internet, you (or another member of your team) can enter their information from the form to the FAC website, then shred their personal form.
4. **Case Consideration form.** For those who want to join FAC but do not have access to the internet or email, you can have them complete a Case Consideration form. You (or a team member) will need to enter the data onto the FAC site, then shred the form. This is for the Legal committee to quickly identify common issues, collateral consequences of the registry and possible plaintiffs for legal challenges that will benefit ALL registered citizens. While some of their individual case information is requested on the form, this is NOT used to describe their case and they will not receive any legal advice on their individual case. FAC is not a law firm.
5. **New Member Package** – When a new member joins FAC from the website, we have a volunteer that mails the 1) “What you can Expect” page, 2) the most recent annual letter from the FAC president, 3) the tri-fold brochure about FAC, 4) a Member Business card with the conference call information, and 5) a Register Reminder card so they can sign-up to receive a text message on the months they need to register, and 6) a remit envelope in case they want to make a donation to FAC by mail.
6. **FAC Tri-fold brochure** entitled “Sex Offender Laws: Failing Victims & Floridians” is intended for the public, media, and legislators to become familiar with FAC’s position on the issues, and critical facts. You can hand this out to anyone that needs to be educated. It is also a good learning tool for FAC members to understand the organization, mission, positions and facts.
7. **Register Reminder cards and poster-** The cards can be given to any registered person to use this free service that will send a text to them during their registration months. You can also give a stack of these cards to your Probation Officer or therapist to hand out and post the flyer in their office.
8. **Membership card and important numbers.** Membership cards may also be given to registered persons, handed out in group, or given to the therapists. **DO NOT GIVE TO YOUR PROBATION OFFICER OR SHERIFF OFFICE.** On the back of the card it provides the call-in number for Monthly Membership calls on the First Thursday of the month, and New Member Orientation calls on the Second Thursday of the month. Most of the calls and the Weekly Update emails, are recorded and can be accessed by phone which is especially convenient for those that do not have internet access. While most of the calls and weekly updates discuss a current issue, the information is not confidential, but unless Probation or Law Enforcement has a genuine desire to learn the facts, we prefer that they do not join the calls. They can email FAC for an invitation to attend a call (membership@floridaactioncommittee.org).

9. **Example of Meet-and-Greet agenda** – Local Meetings should be scheduled at free public locations, such as the community room of a restaurant. Example, block a 3 hour window (1:30-4:30) where meeting is planned for 2 hours (2:00-4:00pm). Arrive 30 minutes before guests to set-up, and plan to stay 30 minutes after in case there is a need to talk privately to a guest after the meeting. The agenda is all that you want to be sure your local members know, and does not have to be covered at one seating.
10. **Resources and Referrals-** As support to the Outreach team, FAC is constantly gathering resources and referrals. County Coordinators will also have access to the information so that you can help members in your area find the resource they need. Anytime you have a resource or referral, you can add it directly to the database using the form found on the Resource page of the Website.
11. **Example of a Call-to-Action (CTA)-** The Legislative team monitors committee meetings and sessions in Tallahassee. When a bill is introduced that would affect our members, FAC will distribute a Call-to-Action (CTA) with talking points, and contact information for your convenience. Members are strongly encouraged to call their legislators and ask them to oppose (or support) the bill. One call, email or letter to a legislator counts as 100 votes to them. When they receive hundreds of calls...we expect to see them stop and listen, or at least question the content of the bill. The communications also become Public Record as evidence that the bill was favored or opposed by constituents. CTA is also used on the local level; if you are aware that your county is considering an ordinance that would negatively impact you or your family, you need to send an alert within your county (and to membership@floridaactioncommittee.org for state-wide support).
12. **Example of Membership Drive materials** – Periodically, the Membership team will organize a campaign to raise awareness of the organization (i.e., Membership Drive). Names and addresses of the registered person are downloaded from FDLE. The yellow postcards are used for small groups, like an area in your county when you want to invite persons to local meetings. Whereas the letters (usually pressured sealed for privacy) are used to reach thousands at one time. We generally have two membership drives each year and mail to approximately 5,000 residences each time. To handle the influx of responses, at least twenty First Responders are organized to return calls and emails for 6-8 weeks following the mail-out date.
13. **Example of a Public Event** – “A Courageous Conversation...” – this is an example of a public event that was organized by the Broward County Coordinators and the Broward County Re-Entry Task Force. Before such an event could be launched, the organizers provided email addresses of approximately 1,000 media, community leaders, school officials, law enforcement, attorneys. Church leaders, HOA boards and more, to ensure there would be a sufficient turn-out. The documentary “Untouchable” (produced by David Feige) was shown followed by Q/A session answered by a panel of experts.
14. **Example of a Media Opportunity** – The FAC President was invited to be a panelist at Symposium for Journalists, Univ of FL Gainesville. It was an opportunity to discuss the type of journalism that educates, rather than sensationalizes, on issues surrounding sexual offenses.